

# Vacancy Announcement

## DEPARTMENT OF THE INTERIOR OFFICE OF THE SECRETARY OF THE INTERIOR

**Vacancy Announcement Number:** OS-DO-3-0080

**Opening Date:** 06/23/2003

**Closing Date:** 07/21/2003

**Position:** **FIDUCIARY TRUST OFFICER**  
GS-1101-13/14

**Salary:** \$67,143 - \$103,150 per year

**Promotion Potential:** GS-14

**Duty Location:** 1 vacancy at ANADARKO, OK

Vacancy Announcement Number: OS-DO-3-0080

Opening Date: June 23, 2003

Closing Date: July 21, 2003

Position: Fiduciary Trust Officer, GS-1101-13/14

Full Performance Level: GS-14 Salary Range: \$67,143 to \$103,150

Duty Location: Department of the Interior, Office of the Special Trustee, Office of the Deputy Special Trustee-Field operations, Office of the Regional Fiduciary Trust Officer, Fiduciary Trust Office-Anadarko, Anadarko, Oklahoma

Applications will be accepted from: All US citizens

Number of Positions: One

Relocation Expenses will be paid.

The Office of the Special Trustee for American Indians (OST) was established under the American Indian Trust Funds Management Reform Act for 1994 and is responsible to the Secretary of the Interior for the implementation of all aspects and responsibilities assigned under the Act. The Office is charged with providing for the management of, and accountability for, the proper discharge of the Secretary's fiduciary trust obligations to Indian Tribes and individual Indians and Alaska Natives with respect to those Indian trust assets. OST is also responsible for ensuring that departmental reforms and practices related to fiduciary trust responsibilities are conducted in a unified manner, and that such trust reforms related to policies, practices, procedures, and systems within the Department of the Interior are effective, consistent, and integrated.

**MAJOR DUTIES:** If selected for this position, you will provide support to the Special Trustee for American Indians by functioning as a direct line between Interior and Indian beneficiaries. You will also provide fiduciary management for beneficiary issues/inquiries or other related fiduciary functions, and afford OST management, the Special Trustee, and Assistant Secretary-Indian Affairs, with the capability to monitor and detect program management deficiencies, address identified issues, and help ensure that the Secretary's trust management responsibilities to Indian beneficiaries are properly performed. You will serve as the primary representative and resident expert, responsible for ensuring that the management of Indian trust assets promotes the interests of beneficial owners and supports the beneficial owners' intended use of the assets. Specifically, you will oversee the continual review and assessment of Indian fiduciary trust asset management programs and participate with resource managers to ensure that Indian fiduciary trust assets are protected and prudently managed. You will utilize your knowledge of surface and sub-surface trust assets (e.g., grazing, pasture, farm and business leases, coal, oil and gas,

sand and gravel, uranium, water rights) to ensure that the Department's fiduciary obligations are met, while also affirming that the utilization of the assets supports the beneficial owner's intended usage. You will review high-risk transactions, providing technical assistance and lending your expertise and providing continuous review and assessment of management plans in ensuring that the Department's fiduciary obligations are met. You will respond to beneficial owners regarding the management and administration of their Indian fiduciary trust assets and act as liaison between the owners and Interior agencies, working to establish rapport with beneficiaries by emphasizing face-to-face meetings and making every effort to ensure timely responses to questions and concerns. You will coordinate with Bureau of Indian Affairs managers to ensure that Indian trust asset funds are received and distributed to beneficiaries on a timely basis and to ensure that appropriate documents are provided to beneficiaries and estate administrators. Also, you will provide financial training and pertinent information to Indian trust beneficiaries and provide technical assistance to local resource and account staff (trust funds, title, appraisal, lease, probate, etc.).

**WHY WORK FOR US:** As a permanent employee with the DOI, you will be entitled to a wide array of benefits. The Federal Employees Health Benefits program has many plans to choose from all at very reasonable rates which can be paid from pretax income. The Federal Employee Retirement System is one of the premier retirement programs in the Nation. The program features three components: a retirement pension; the Thrift Savings Plan (an employee-controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, and Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year.

**QUALIFICATION REQUIREMENTS:** To qualify for this position you must have at least one year of specialized experience as defined below for the grade level(s) you are applying for.

**0GS-13:** To qualify for the GS-13 grade level, you must have at least one year of specialized experience comparable to the Federal GS-12 grade level. Specialized experience is defined as experience conducting reviews that provide for preventing, identifying, and resolving problems in the management of trust assets and funds programs through the implementation of controls and resolving important problems covering a range of trust related issues.

**GS-14:** To qualify for the GS-14 grade level, you must have at least one year of specialized experience comparable to the Federal GS-13 grade level. Specialized experience is defined as experience conducting reviews that provide for preventing, identifying, and resolving problems in the management of Indian trust assets and funds programs through the implementation of controls and resolving critically important problems covering a range of Indian trust related issues.

In addition to meeting the qualification requirements for this position, all applicants must meet Mandatory KSA(s) listed below in order to be determined basically qualified for this position and receive further consideration.

All qualifications and time-in-grade requirements must be met as of the closing date of this announcement.

Documents needed to verify your qualifications and/or eligibility, i.e. college transcripts, SF-50, DD-214, must be or mailed by the closing date and received within five days. See How to Apply for further instructions.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** If you meet the basic eligibility requirements you will be rated and ranked on the knowledges, skills, and abilities (KSA's) required to perform the duties of the position. The following KSA's have been identified as being important to the performance of this position. Submit a narrative statement addressing each knowledge, skill, and ability. Include in your write-ups such things as experience in and out of Federal service that gave you the specific knowledge, skill, or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.). Your final score will be determined from your application and the KSA statement you provide.

Please note that factors marked 'MANDATORY' also serve as selective factors; applicants not meeting the minimum level of any mandatory factor will receive no further consideration for this position.

1. Comprehensive knowledge of generally accepted fiduciary trust principles (Mandatory)

2. Knowledge of trust fund creation, funding, management, investment, collection, disbursement, and termination, and the ability to apply principles relating to fiduciary trust responsibilities to specific situations. (Mandatory)
3. Knowledge of Public Law 103-412, the American Indian Trust Fund Management Reform Act of 1994, other Federal statutes, Use and Distribution plans, regulations, and policies, as they apply to fiduciary trust obligations to Indian tribes, individual Indians, and Alaska Natives.
4. Knowledge of surface and sub-surface trust assets (e.g., grazing, pasture, farm and business leases, coal, oil and gas, sand and gravel, uranium, water rights) sufficient to ensure the prudent management and protection of Indian fiduciary trust assets.
5. Ability to write and edit technical interpretive materials and prepare briefings for review by high-ranking officials and individual Indian and Tribal beneficiaries.
6. Ability to establish and maintain effective relationships with, and gain the cooperation of others, on complex and controversial issues.

BASIS FOR RATING: See KSA section. In addition, individuals who have special priority selection rights under Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well-qualified if they meet the following: OPM qualification standards for the position; all selective factors, where applicable; special qualifying conditions that OPM has approved for the position; are physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and are rated by the organization at least at the middle level of a 3-level rating system on all quality ranking factors.

CONDITIONS OF EMPLOYMENT: Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

As a condition of employment, male applicants born after December 31, 1959, must certify at time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Selectee may be required to file one or more financial disclosure reports upon entry on duty and annually, some of which may be subject to public disclosure. Some employees are subject by regulation to the provisions of 43 USC 31(a) which restrict personal or private interest, direct or indirect, in Federal lands or the mineral wealth of such lands and executing any surveys or examinations for private parties or corporations. Financial interests which conflict or appear to conflict with official duties are also prohibited.

A background security investigation may be required. When required, appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Some positions within the Department of the Interior may require drug testing as a condition of employment.

Individuals appointed (including status candidates) may be subject to successful completion of a one year probationary period.

You will be required to complete and sign the Declaration of Federal Employment, OF 306.

If you make a false statement in any part of your application including the OF 306, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

OTHER INFORMATION: Applications will be accepted from status candidates (Federal employees currently occupying permanent positions in the competitive service or those with reinstatement eligibility) and nonstatus candidates (all others).

Veterans without status who wish to be considered under both competitive and merit promotion procedures must indicate they have selected this option when answering the online questionnaire.

Merit Promotion Procedures – Merit Promotion (also known as noncompetitive procedures) is the process used to fill civil service positions with candidates who have obtained status in the competitive service. Status candidates who wish to be considered under both competitive and merit promotion procedures must submit two applications.

HOW TO APPLY: Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. You can build a resume by connecting to the USAJOBS website at <http://www.usajobs.opm.gov>. Click on On-Line Application from the USAJOBS logo. Click on Access On-line Resume. You must then mail your resume/application to:

Department of the Interior, Office of the Special Trustee for American Indians, Servicing Personnel Office, 505 Marquette NW, Suite 1801, Albuquerque, NM 87102

All application material must be postmarked by the closing date and received within five days to receive consideration .

Be sure you provide all of the information requested below:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of Citizenship.
- If ever employed by the Federal Government, show the highest Federal civilian grade held, job series, and dates of employment in grade.
- Please DO NOT put your race, age, disability, sex, or any other identifying personal information about yourself on your resume. This information can be provided voluntarily in our automated system but will not be linked to your resume, used in the rating process, or provided to the selecting official.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.
- If using education to qualify, submit a copy of college transcripts.

Work Experience (for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month, day, and year).
- Beginning and ending salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.
- If you are applying for Veterans' Preference, submit evidence of eligibility such as; DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10 Point Veteran Preference, and the proof requested on the form.

## SUBMITTING SUPPORTING DOCUMENTATION

Supporting documents (SF-50, DD-214, transcripts) must be mailed to the address shown below by the closing date. Documents MUST show the VACANCY NUMBER. Failure to provide complete information may result in your not receiving consideration for this position.

If documentation is submitted by mail, it must be postmarked by the closing date of the announcement and received within five days to receive consideration. Hand-delivered documents must be received by the closing date.

Application materials mailed using government postage are in violation of agency and postal regulations and will not be accepted. Materials submitted as a part of your application will not be returned.

If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50 (other than an award), and your most recent or last performance appraisal.

If claiming 5 point veterans' preference, a DD-214 must be submitted. If claiming 10 point veterans' preference, you must submit a DD-214 and either an SF-15 with a VA letter dated within the last 12 months certifying your disability OR an official document issued by the armed forces documenting the award of a Purple Heart.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

Individuals applying for an appointment under a special hiring authority such as Thirty Percent or More Disabled Veteran Appointment, Veterans' Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, Former Peace Corps Appointment, or others, must submit required proof of eligibility.

Notice: 5 USC 3303, Hatch Act Amendments of 1993, bars Executive Branch Agencies from accepting or considering prohibited political recommendations for Federal jobs. Any such recommendations received will be returned to the sender. Federal employees who request such a recommendation may be subject to disciplinary action.

For additional information about this position please contact:  
Personnel Division (505) 816-1021

Please submit your application package to:  
Department of the Interior  
Office of the Special Trustee for American Indians  
Servicing Personnel Office  
505 Marquette NW, Suite 1801  
Albuquerque, NM 87102

The Department of the Interior is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or any other non-

merit factors. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.